

CSC Adopted: October 2001, CSC Revised: _____**Class Title: Parking Administrator****BRIEF DESCRIPTION OF THE CLASSIFICATION:**

Supervises, monitors and coordinates the operations function of parking lots, garages, and special events. Ensures the security of facilities. Oversees the shuttle systems, and valet parking services.

ESSENTIAL FUNCTIONS:

This information is intended to be descriptive of the key responsibilities of the classification. The following examples do not identify all duties performed by any single incumbent. Specific requirements of individual positions are described in the Job Description.

Physical Strength Code		ESSENTIAL FUNCTIONS
1	S	Provides supervision by hiring, counseling and terminating operations staff, staffing and scheduling regular operations, staffing and scheduling for special events, and supervising security patrol police officers.
2	S	Manages the operations by providing for special hourly patron parking needs, monitoring garage operations, arranging special event parking needs, coordinating with organizations, handling requests for monthly parking from realtors and building property managers, overseeing monthly discount parking agreements, developing plans for moving parkers to alternate locations, interacting with managers of private contractors who provide parking enforcement and parking ticket collection, handling requests for parking ticket dismissals, and overseeing the shuttle system and valet parking services.
3	S	Provides administrative duties by providing calendar of special events to other city agencies.

CSC Adopted: October 2001, CSC Revised: _____**CLASS REQUIREMENTS:**

CLASS REQUIREMENTS	
Formal Education / Knowledge	Work requires broad knowledge in a general professional or technical field. Knowledge is normally acquired through four years of college resulting in a Bachelor's degree or equivalent.
Experience	Two years experience in public business administration.
Certifications and Other Requirements	Valid Driver's License
Reading	Work requires the ability to read management reports, feasibility studies, bond contracts, budget reports, documents, business letters, and general correspondence.
Math	Work requires the ability to perform general math calculations such as addition, subtraction, multiplication and division.
Writing	Work requires the ability to write general correspondence, memorandum, and various reports.
Managerial	Managerial responsibilities include managing parking facility operations, security functions, and the development of special event plans.
Budget Responsibility	Researches documents, compiles data for computer entry, and/or enters or oversees data entry and has responsibility for monitoring budget expenditures (typically non-discretionary expenditures) for a work unit of less than bureau size.
Supervisory / Organizational Control	Work requires supervising and monitoring performance for a regular group of employees in a work unit including providing input on hiring/disciplinary actions and work objectives/effectiveness, and realigning work as needed.
Complexity	Work is governed by broad instructions, objectives and policies. Work requires the exercise of considerable initiative and independent analytical and evaluative judgment.
Interpersonal / Human Relations Skills	Contacts others within the organization. These contacts may involve similar work units or departments within the City which may be involved in decision making or providing approval or decision making authority for purchases or projects. Works with individuals outside the City who may belong to professional or peer organizations. Working with various state and federal agencies may also be required. Vendors and suppliers may also be called upon for information on purchases, supplies or products. Meetings and discussions may be conducted with customers, vendors and sales representatives.

CSC Adopted: October 2001, CSC Revised: _____**OVERALL PHYSICAL STRENGTH DEMANDS:**

Sedentary	X	Light	Medium	Heavy	Very Heavy
S = Sedentary Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time		L = Light Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	M = Medium Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	H = Heavy Exerting 50-100 lbs. occasionally, 25-50 lbs. frequently, or up to 10-20 lbs. constantly.	VH = Very Heavy Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

PHYSICAL DEMANDS:

C = Continuously 2/3 or more of the time.	F = Frequently From 1/3 to 2/3 of the time.	O = Occasionally Up to 1/3 of the time.	R = Rarely Less than 1 hour per week.	N = Never Never occurs.
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This is a description of the way the job is currently performed; it does not address the potential for accommodation.

PHYSICAL DEMANDS	FREQUENCY CODE	DESCRIPTION
Standing	F	Copier, fax machine, filing, supervision, observations, inspections
Sitting	F	Computer, desk work, answering telephone
Walking	O	Supervision, inspections
Lifting	R	Files, reports, office supplies
Carrying	N	Files, reports, office supplies
Pushing/Pulling	R	File cabinet drawers
Reaching	O	Telephone
Handling	R	Files, reports, office supplies
Fine Dexterity	O	Computer keyboard, calculator, writing
Kneeling	R	Filing
Crouching	R	Filing
Crawling	N	
Bending	R	Filing
Twisting	R	Filing
Climbing	R	Stairs
Balancing	R	On stairs
Vision	C	Computer, desk work, filing, supervision of staff, observations, inspections
Hearing	C	Telephone, staff, vendors, City agencies, private contractors, supervisors, meetings, presentations
Talking	F	Telephone, staff, vendors, City agencies, private contractors, supervisors
Foot Controls	N	
Other (specify)	N	

CSC Adopted: October 2001, CSC Revised: _____**MACHINES, TOOLS, EQUIPMENT, AND WORK AIDS:**

Computer, laser and inkjet printer, copy machine, fax machine, telephone, Standard Windows and Office software

ENVIRONMENTAL FACTORS:

D = Daily	W = Several Times Per Week	M = Several Times Per Month	S = Seasonally	N = Never
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HEALTH AND SAFETY		ENVIRONMENTAL FACTORS	
Mechanical Hazards	N	Dirt and Dust	N
Chemical Hazards	N	Extreme Temperatures	N
Electrical Hazards	N	Noise and Vibration	N
Fire Hazards	N	Fumes and Odors	N
Explosives	N	Wetness/Humidity	N
Communicable Diseases	N	Darkness or Poor Lighting	N
Physical Danger or Abuse	N		
Other (see 1 below)	N		

PRIMARY WORK LOCATION	
Office Environment	X
Warehouse	--
Shop	--
Vehicle	--
Outdoors	--
Other (see 2 below)	--

(1)

(2)

PROTECTIVE EQUIPMENT REQUIRED:

None

NON-PHYSICAL DEMANDS:

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NON-PHYSICAL DEMANDS	
Time Pressures	F
Emergency Situations	O
Frequent Change of Tasks	F
Irregular Work Schedule/Overtime	O
Performing Multiple Tasks Simultaneously	F
Working Closely with Others as Part of a Team	O
Tedious or Exacting Work	F
Noisy/Distracting Environment	N
Other (see 3 below)	N

(3)